Expense Reimbursement Request Guidelines

(excerpt from State Accounting Manual)

Expense Reimbursement Requests should be completed and submitted at least monthly.

The Employee name, Address book number and Title should be entered.

The Headquarter City should be filled out.

Explanation should include:

- The purpose for the expense.
- Starting and ending locations of each leg of the trip.
- The reason if the most direct route is not used.

Start and Stop times should be entered for each leg of the trip.

Check mileage to make sure that it is correct. (Example: mapquest.com)

When a personal vehicle is used, the vehicle license plate number must be entered in space provided at the lower left corner of the document.

For Lodging there needs to be a detailed receipt which should identify:

- Government rate applied.
- Food (including room service) should be accounted for separately on the ERD.
- If stay is Direct Billed, it is not allowed as reimbursement but DB should still be indicated on form.
- <u>No</u> movie charges allowed.
- **<u>No</u> alcohol charges allowed.**

A **<u>detailed</u> receipt is required** for any meal expenses of **$5.00 or more**.

- Credit card receipts are not considered detailed receipts.
- If, on infrequent occasions, you lose or fail to obtain a detailed receipt, you may report the cost in the usual manner so long as you provide a written explanation with details of meal items purchased.
- If meals are provided, reimbursement for purchasing alternate meals is not allowed unless the employee has documented a valid exception. (Example: you are allergic to the food, or the meal does not meet dietary restrictions)
- State Accounting does not require receipts for meal costs under $5.00 or for miscellaneous expenses. (Example: Baggage service or shuttle driver tips.)
- The Department is required to verify times of travel to make sure meal reimbursement is allowed.

Miscellaneous expenses such as Taxi, Parking, or vending machine food do not require receipts unless required by Agency policy.

Amounts on the ERD should match any receipts, but separate tips may be written in on the receipts.